

File No. \_\_\_\_\_

City of Milwaukee  
CC-233 R. 11/2007

# EMPLOYEE GRIEVANCE FIRE DEPARTMENT

## **Instructions:**

- I. **To initiate a grievance (PART I):** 1) On the original and five copies of this form, complete Part I where applicable; 2) Give the original and four copies to the grievant's Battalion Chief; 3) Retain one copy for your records; 4) After disposition, the grievant's Battalion Chief shall return the original to the grievant, forward one copy to the Fire Department administration office, one copy to the City Labor Negotiator, one copy to the Milwaukee Professional Fire Fighters Association, and retain one copy for the Battalion file.
- II. **To appeal grievance disposition (PART II):** 1) Complete, where applicable, PART II of your original grievance form and then make three copies; 2) Give the original and three copies to the Fire Department administration office; 3) After disposition the Board of the Investigation shall return the original to the grievant, forward one copy to the City Labor Negotiator, one copy to the Milwaukee Professional Fire Fighters Association and retain one copy for the department file.
- III. **To appeal grievance disposition (PART III):** 1) Complete, where applicable, PART III of your original grievance form and make three copies; 2) Give the original and three copies to the Fire Chief; 3) After disposition, the Fire Chief shall return the original to the grievant, forward one copy to the City Labor Negotiator, one copy to the Milwaukee Professional Fire Fighters Association, and retain one copy for the department file.
- IV. **To appeal Grievance Disposition (PART IV):** 1) Complete, where applicable, PART IV of your original grievance form and make one copy; 2) Give the original to the City Labor Negotiator and forward one copy to the Fire Chief.

## **PART I – Grievance Initiation** (*print or type*):

<b>Name of aggrieved employee:</b>		
<b>Title:</b>		<b>Payroll #:</b>
<b>Battalion and Company:</b>		<b>Date:</b>
<i>Association Representative Signature</i>	<i>Title</i>	<i>Date</i>

**Statement of Grievance:** *[State either – but not both – 1) the contract clause involved, making reference to the appropriate page and line number(s); or 2) the rule involved, making reference to the appropriate rule and section number(s).]*

*Employee signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Action requested:**

*Employee signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Grievance Disposition:**

*Battalion Chief:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**PARTS II, III, IV, Grievance Disposition, Appeals on next page...**

**PART II – Grievance Disposition Appeal to Board of Investigation:***Authorizing Signature**Title**Date***Grievance disposition** *(only Board of Investigation to write in this space):*

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III – Grievance Disposition Appeal to Fire Chief:***Authorizing Signature**Title**Date***Grievance disposition** *(only Fire Chief to write in this space):*

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV – Grievance Disposition Appeal to Arbitration:***Authorizing Signature**Title**Date***Grievance disposition by arbitrator to be attached to this form with the original being sent to the MPFFA, one copy sent to the Fire Chief and one copy sent to the City Labor Negotiator.**